

TYPESETTER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2832(4158)	Typesetter I	04	661	6 mo.	05/24/89
2833(4158)	Typesetter II	04	661	6 mo.	05/24/89
2834(4158)	Typesetter III	04	661	6 mo.	05/24/89

Promotional Line: 209

Series Narrative

Employees in these classifications operate or supervise the operation of various typesetting systems based upon photographic, laser, digital, or strike-on principles. Such equipment has the capability to photographically produce countless sizes and styles of type that may be intermixed to generate final copy suitable for producing quality printed material. Working with the customer, the typesetter chooses among the various formats and type sizes and styles taking into consideration desired document length, purpose, appearance, cost, and other relevant factors. Typesetters must be familiar with proofreading symbols called copy markings to proofread documents and to correct typographical spelling, grammar, and punctuation errors. At the highest level they also edit for content, format, and sentence and paragraph structure. Drafts of typeset material called "proof copies" are frequently provided to users for review prior to printing.

Typesetters may operate peripheral equipment (such as rapid access processors, dryers, and other related equipment) in the course of producing typeset copy. They layout and paste up typeset copy with illustrations, photographs, decorative enhancements, and other graphic materials on light tables to compose the "camera ready copy" from which documents are printed.

Since specific job functions performed by typesetters relate to printing or graphics, these positions are typically located in a central campus printing operation and/or publications unit.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Typesetter I **2832(4158)**

Employees at this level typeset routine documents to produce camera ready copy, working under direct supervision from a designated supervisor. The work requires a basic understanding of equipment capabilities and production standards and methods

A Typesetter I typically--

1. keyboards typesetting equipment to produce camera ready copy of simple materials (newsletters resumes, or short brochures) from edited copy with mark-up instructions
2. makes basic adjustments to commands of equipment as directed
3. enters projects on indexing directory and job logging systems to assure future accessibility of typeset material

4. operates peripheral equipment (such as rapid access processor)
5. performs basic proofreading of typeset material to ensure correct punctuation, grammar, and spelling
6. assists in cleaning and maintaining typesetting equipment; assists in inventorying paper, chemicals, and other supplies used in the typesetting operation
7. supervises student employees as required
8. performs related duties as assigned

Level II: Typesetter II**2833(4158)**

Employees at this level independently typeset complex or technical material to produce camera ready copy, working under general supervision from a designated supervisor. The work requires a working knowledge of equipment capabilities and production standards and methods.

A Typesetter II typically--

1. keyboards composing equipment to produce typeset copy of complex or technical material (such as brochures, booklets, posters, and forms) from edited copy with mark-up instructions
2. makes all standard adjustments to commands of equipment in accordance with reference manual instructions
3. maintains indexing directory and job logging system by updating both as required to ensure future accessibility of typesetting material
4. operates peripheral equipment (such as rapid access processor); performs routine cleaning and maintenance of equipment and simple repairs; inventories papers, chemicals, and other supplies used in the typesetting area
5. proofreads typeset material to ensure correct punctuation, grammar, spelling, and copy fitting
6. serves as lead worker for other typesetters by training new employees, providing information about equipment and procedures, assigning and reviewing their work, and assisting in measurement and evaluation of production
7. performs layout and paste-up work as directed
8. performs related duties as assigned

Level III: Typesetter III**2834(4158)**

Employees at this level independently typeset highly complex and technical material to produce camera ready copy and supervise the typesetting operation. They work under direction from a designated supervisor. The work requires an extensive knowledge of equipment and production standards and methods.

A Typesetter III typically--

1. keyboards typesetting equipment to produce camera ready copy of highly complex and technical material (such as large manuscripts, reports, and documents) from edited copy with mark-up instructions; uses judgment and technical know-how to determine appropriate editorial changes
2. makes all necessary complex adjustments to commands of equipment, following reference manual instructions and applying technical knowledge and judgment; writes typesetting formats and other programs; performs word processing to typesetting conversions
3. operates peripheral equipment (such as rapid access processor microcomputer or scanner)
4. performs detailed proofreading of typeset material to ensure correct punctuation, grammar, spelling, and copy fit that is visually pleasing
5. performs the most complex layout and paste-up work applying technical knowledge and judgment
6. supervises the staff of a typesetting unit by assisting in employee selection, providing training, assigning and reviewing work for accuracy and conformance to instructions and evaluating performance
7. coordinates the work activities of the typesetting unit by establishing operating methods (such as formats to be used), scheduling of jobs, and serving as liaison with document originators and artists; recommends changes that will improve quality of work or productivity
8. develops maintains and directs the use of the indexing directory and job logging systems to ensure future accessibility of typeset material
9. supervises routine cleaning, repair and maintenance of equipment; arranges for outside service as required; orders papers, chemicals, and other supplies used in the typesetting operation
10. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Typesetter I

2832(4158)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) successful completion of an approved high school or post high school training course in the operation of typesetting systems and peripheral equipment

or

(B) one year of work experience or on-the-job training in the operation of typesetting systems

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge's skills and abilities learned in high school that are needed to perform the job
2. knowledge of general typesetting measurements, type styles, and editor's and designers copy markings
3. knowledge of photographic materials and chemicals used in the typesetting process
4. knowledge of English grammar, spelling, and punctuation
5. ability to operate typesetting equipment accurately
6. ability to proofread documents to correct grammar, spelling, and punctuation
7. ability to perform calculations used in the copyfitting process

Level II: Typesetter II**2833(4158)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of experience/training requirement listed for the Typesetter I
2. one year of work experience in the operation of photo, digital, laser, or strike-on typesetting systems in addition to the experience/training listed in #1

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. applies knowledge of technical typesetting measurements, type styles, and editor's and designer's copy markings
2. applied knowledge of photographic materials and chemicals used in the typesetting process
3. skill in the operation of typesetting equipment
4. skill in the operation of rapid access processors or other methods used to process light sensitive paper or film used in the typesetting process
5. skill in proofreading documents to correct punctuation, grammar, and spelling
6. ability to perform layout and paste-up work

Level III: Typesetter III**2834(4158)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of experience/training requirement listed for the Typesetter I

2. three years of work experience in the operation of photo, digital, laser, or strike-on typesetting systems, one of which was comparable to that gained as a Typesetter II

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. extensive knowledge of technical typesetting measurements, type styles, and editor's and designer's copy markings
2. extensive knowledge of photographic materials and chemicals used in the typesetting process
3. proficiency in the operation of typesetting equipment
4. proficiency in the operation of rapid access processor or other methods used to process light sensitive paper or film used in the typesetting process
5. skill in copy fitting and in performing layout and paste-up work
6. skill in proofreading highly complex documents for correct punctuation, grammar, and spelling
7. supervisory ability

Typesetter I
Typesetter II
Typesetter III

(REVISED)
(REVISED)
(REVISED)